

## HOW TO GUIDE

This is a brief introduction to making a booking for a Teacher-Parent interview using the Internet.

1. Type the URL [www.schoolinterviews.co.nz](http://www.schoolinterviews.co.nz) into your web browser.
2. Enter the code as published in the school newsletter into the Event code and press GO

Now serving over 2,000 schools!

# Book School Interviews Online

Parents...

Now you can book school interviews for the times that suit **you**. Simply enter the event code and press "Go".

You will be guided through three simple steps, and a few moments later you will get an email confirming your interviews. School Interviews works for both primary and secondary schools. If you have children at another school that doesn't use our service, let them know what they are missing!

Schools...

3. Now enter your details onto this page. To book online you must have a valid email address. If you have more than one child at school, please indicate this in the third box. You will then have the opportunity to put the names of your children.

1 Enter your details

2 Choose teachers

3 Choose times

### James Hargest College Year 9 Parent Teacher Interviews

**Step 1:** Enter your name, your email address and your student's name(s) .

- Your email address is used to send you confirmation of your bookings.
- Select the number of students you want to make bookings for, and fill in their names.
- Press the green "Go" button to go on to the next page.

Parent's full name

Email

Book for  students

Student's name

Student's name

- Now pick the subject that you want from the left hand column and the teacher that you need from the right hand column. These appear on drop-down menus. The names of the teachers and the subjects that they teach are printed on their School Reports as well as student's timetables. Click GO when you have made your selection.

## James Hargest College Year 9 Parent Teacher Interviews

### Step 2: Choose teachers.

- Select a subject from the first box, then select a teacher from the second box.
- More options (up to 12) will appear as you use existing ones.
- Press the green "Go" button to go on to the next page.

- Click in the boxes to make an interview time. Allow 5 minutes between each one. Blank boxes indicate times still available – where there is no box someone else already has that time. Click GO when you have made your choices. (Please note that the dates are different to those shown in this demonstration).

## James Hargest College Year 9 Parent Teacher Interviews

### Step 3: Choose the time(s) you want.

- Leave time to get from one booking to the next - back-to-back bookings are not a good idea.
- Missing checkboxes mean that time has already been booked by someone else.
- Press the green "Go" button to confirm your bookings.

#### Autobook

Thu 13 Mar 6:30pm - 9:00pm

For Caleb	6pm					7pm					8pm																			
	30	35	40	45	50	55	00	05	10	15	20	25	30	35	40	45	50	55	00	05	10	15	20	25	30	35	40	45	50	55
Mr P Brown (Design&Visual Communications)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr C Marsh (Mathematics)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ms J Buist (Social Studies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr J Byatt (Design Technology)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mr T Best (Science)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Booking

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- The last page allows you to check the interviews you have made and change them if needed.
- The program will automatically email you a list of the interview times for you to print out.
- If you find that you cannot make an interview you can go back into the program and remove your times.

**WE HOPE THIS GUIDE HELPED YOU,**

**SEE YOU AT THE INTERVIEWS**